



Federal Executive Board Presents the



2016 Leadership Series

A Local Approach to Improving Leadership Competencies



May through September 2016

The Federal Executive Board of Oklahoma has created a series of training days to address the unique needs of managers/supervisors in public service. Through interagency training opportunities such as this, each agency enjoys the sliding scale of savings created by the entire governmental community. We've identified speakers and topics to bring a wealth of valuable insight into our changing needs.



A bit like “magic”, this series of training offers flexibilities that are not traditionally available in long-term training programs. You can send one person to all five workshops, enabling a well-rounded year of training or you can send a different individual to each training event based upon professional development needs.

This flexibility is unique and allows you to budget for an entire year's worth of courses at the lowest possible rate. You pay once for five series tickets and you decide how you distribute them. If your designee cannot attend—send someone else. Use them as developmental tools or possibly incentive awards. You can also register for individual sessions, still at a cost-effective price. You decide.

Importance of building on leadership competencies in your organization:

"An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success."

—Stephen R. Covey, Principle-centered Leadership

Building on Existing Strengths and Tapping Unknown Resources!

Government employees, at all levels, are expected to do “more with less”; this has become an ongoing requirement of our employment and an expectation of the public we serve.

How do we continue to improve?

Taking our stewardship seriously, government leaders, managers, and supervisors continuously seek opportunities for increased efficiency and effectiveness.

Attending FEB-sponsored training provides you with ideas, strategies and tools to be more effective. The networking opportunity you have with leaders and managers from other agencies in attendance provides you with resource contacts that can make you more efficient.

Who Should Attend:

Government Managers, Supervisors and Aspiring Leaders who:

- Are responsible for leading, supervising or implementing major changes in an organization;
- Are seeking to build upon existing strengths
- Are looking for additional thoughts and strategies to increase effective leadership; and
- Are seeking efficient, low-cost, solution-focused training in the local area at which you can network with other government leaders.

These trainings are designed to:

- Build on the participant’s strengths
- Introduce ideas on how current skills and abilities can be utilized in various ways to increase effectiveness, and
- Provoke thought on how to use what you already know in an innovative, cutting-edge fashion.

HOW DO WE PAY FOR THIS?!

The Oklahoma FEB has coordinated this training so that that government employees may attend quality training without the cost and time associated with the need to travel. Each training course is designed to address one or more of the leadership competencies needed by managers, supervisors, and aspiring leaders for their personal success and the success of our federal organizations. Maximum flexibility is provided through the ability to purchase one seat in each of the five training sessions in a “set” (maximum savings) or choose only the training sessions in which you are interested. Payment may be provided by check, government voucher or credit card.



Each training day will be held at Remington Park located at One Remington Place, Oklahoma City (south of I-44 and Martin Luther King Blvd)

Secrets for Dealing with Difficult People

May 19, 2016



(1-day Course)

Most people do exactly the **WRONG** things in most situations when dealing with “difficult” people. In this seminar, you will understand the forces that compel people to be difficult—and learn the **RIGHT** things to do about it.

TOPICS COVERED DURING THE DAY:

- ❖ Primary reasons conflicts occur—and how to see them coming
- ❖ How to break the cycles that lead to hostilities.
- ❖ How to stop a conflict from escalating.
- ❖ How to address conflict in a way that minimizes defensiveness and hostility.
- ❖ Giving and receiving criticism.
- ❖ Conflict resolution strategies
- ❖ Define and recognize the value of diversity
- ❖ Learn how to define common ground from which to develop solutions
- ❖ How to talk to someone when you are angry, hurt, frustrated or insulted
- ❖ How to decrease resistance and increase cooperation
- ❖ What you can do to reduce conflict and promote better understanding.

HOW YOU WILL BENEFIT:

- ❖ Define and recognize the value of diversity
- ❖ Learn how to define common ground from which to develop solutions
- ❖ How to talk to someone when you are angry, hurt, frustrated or insulted.

THE HARD SKILLS OF LEADERSHIP

June 16, 2016



(1-day Course)

This course focuses exclusively on hard skills that will improve a manager's workday and the effectiveness of the team they supervise, with skills they can implement the next day after class. No matter where a task comes from, managers will understand how to track it and accomplish it; no matter how much email arrives in their box, students will know what to do with it. Participants will learn the basic tools to manage their teams and forums they can implement to drive real-time coordination and communication among team members without resorting to email or hours of meetings!

TOPICS COVERED DURING THE DAY:

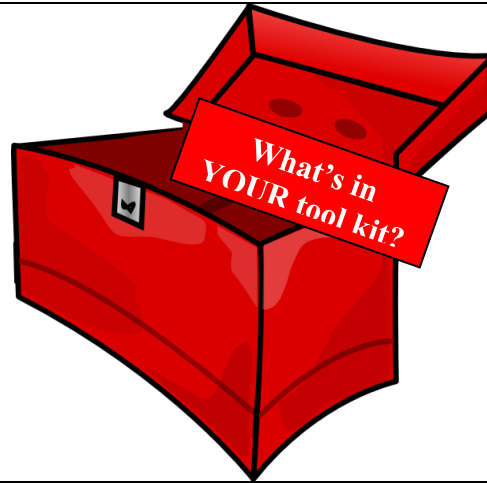
- ❖ The Purpose of Leadership
- ❖ Improving Your Leadership Ability
- ❖ Organizing Yourself
- ❖ Organizing Your Team
- ❖ Continuous Learning to Hone Your Edge

HOW YOU WILL BENEFIT:

- ❖ You will end with hard skills you can implement tomorrow
- ❖ Blow off the fluff: leadership has only one purpose
- ❖ Learn how to improve your email management so you end every day with a clean inbox
- ❖ You will learn how easy it is to gain control of all your work tasks with an easy-to-implement system you or your administrative professional can run
- ❖ Learn how to set up basic, proven team management systems and forums to increase your odds of mission success

LOADING YOUR LEADERSHIP TOOLKIT

July 7, 2016



(1-day Course)

Some say leadership is a natural trait and can't be learned. Well, much like a carpenter, we all have a **Leadership Toolkit**: Some of us have many tools while others have few. The main objective is to enhance leadership skills and motivation necessary to lead your team to higher levels of success by creating a more positive work environment.

Join G. Eric Gordon for this dynamic and interactive workshop that is designed to help front-line and mid-level leaders use your existing tools to the best of your ability, while also introducing you to new tools that will help you become a more productive and successful leader.

Establish Your Style – Impacting Your Environment

- ❖ Key Leadership Characteristics that Build Credibility
- ❖ Creating an Open, Positive Work Environment
- ❖ Keys to Enhancing Your Approachability

Getting the Job Done – Keep Your People Producing

- ❖ Top Priorities First – Dealing with Things We Can Control
- ❖ Planning and Time Management Tips That Will Keep Your Team Moving
- ❖ Coaching and Feedback Strategies
- ❖ Strategic Goal Setting for Your Team

Dealing With the Unhappy and the Unproductive

- ❖ Collaborative Communication Strategies
- ❖ Active Listening to minimize misunderstandings
- ❖ Keys for Resolving Conflict and Enhancing Buy-In
- ❖ Dealing with Difficult People

Inventory – Assess Your Mailbox Vs Your Environment

- ❖ Identify What Tools Need to Be Attained, Refined, or Eliminated!

MANAGING MULTIPLE PROJECTS, OBJECTIVES AND DEADLINES

August 2, 2016



(1-day Course)

Time management is an urban legend, a wives tale—it doesn't exist. We can't take moments when we have "extra time" on our hands and store them in a bottle; then one day our hair is on fire, pull it off the shelf and crack it open for a few extra hours. One cannot manage time. Learn instead, how to manage your activities and how to respond to the events around you. Establish priorities. Set and achieve your goals. Take proactive control of your time. Overcome time wasters and procrastination. A fast-start section to get you going NOW! This workshop is loaded with time-saving tips.

WHAT YOU WILL TAKE AWAY:

- ❖ Take control of your day. Be the Ringmaster instead of the beast.
- ❖ Get off to a fast start every day.
- ❖ Manage and control email.
- ❖ Train others to be more efficient so they stop wasting your time.
- ❖ Be more proactive and less reactive.
- ❖ Work on one thing at a time, instead of having attention deficit disorder.
- ❖ Meet deadlines and goals consistently.
- ❖ Find the top of your desk.

Why it's Better to eat Twinkies Together than Broccoli Alone

September 8, 2016



(1-day Course)

What does unity and community look like inside (and outside) the workplace?

Community is waning in our personal lives and reveals new needs in our corporate lives. We are wired to enjoy its power for positive results in personal and corporate health. Yet how do we create such a workplace?

WHAT YOU WILL TAKE AWAY:

- ❖ How community provides health:
 - Physically,
 - Corporately, and
 - Fiscally
- ❖ The cultural tension between independence and inter-dependence
- ❖ Twenty ways to Build your Team



FEB Leadership Series-2016
Registration and Enrollment information



Name of Participant: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

\$\$ Price Saver Series \$\$
[] Full Series—All 5 Days 750.00

[] Pick three for \$500.00
[] May 18th [] June 16th [] July 7th [] August 2nd [] September 8th

Individual Training Day “Menu Prices”

- [] Secrets for Dealing with Difficult People – May 18, 2016 – \$175.00
- [] The Hard Skills of Leadership – June 16, 2015 – \$175.00
- [] Leadership Toolkit – July 7, 2016 – \$175.00
- [] Managing Multiple Projects, Objectives & Deadlines – August 2, 2016 – \$175.00
- [] Better to Eat Twinkies Together than Broccoli Alone – September 8, 2016 – \$175.00

Location: Remington Park, One Remington Place, Oklahoma City, OK

Agency/Registrant may pay by:

[] check [] credit card [] government voucher

Contact for Payment: _____ Phone: _____

Please mail to:	Federal Executive Board, 215 Dean A. McGee, Ste 320, Oklahoma City, OK 73102
Fax to:	(405) 231-4165
Or Email to:	LeAnn.Jenkins@gsa.gov or Lisa.Smith-Longman@gsa.gov
Call to provide payment info:	FEB Office voice line: 405-231-4167

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 29, 2016. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!